



MIZORAM STATE MUSEUM

Art & Culture Department, Government of Mizoram



INTERNSHIP PROGRAMME

Mizoram State Museum

Department of Art and Culture, Government of Mizoram

INTRODUCTION

The Mizoram State Museum offers a unique opportunity for students and young professionals to engage in hands-on learning through its Internship Programme. The programme aims to provide exposure to museum practices, cultural heritage preservation, research, and outreach activities in the context of Mizoram's rich history and traditions.

OBJECTIVES

- To introduce interns to the functions and operations of a state museum.
- To develop skills in museology, documentation, research, conservation, and public engagement.
- To promote awareness and appreciation of Mizoram's cultural heritage.
- To build capacity among youth for careers in museums, archives, and cultural sectors.

ELIGIBILITY

Undergraduate and postgraduate students from disciplines such as:

- History
- Anthropology

☎ 0389 - 2340936
✉ mizoramstatemuseum@gmail.com
🏠 MacDonald Hill, Zarkawt
🌐 www.mizoculture.mizoram.gov.in/

- Fine Arts
- Cultural Studies
- Archaeology
- Mass Communication and Journalism
- Library and Information Science

Applicants must be at least 18 years of age at the time of application.

DURATION AND TIMING

- Duration: 1 to 3 months
- Intake: All season
- Timings: Monday to Friday, 10:00 AM to 4:00 PM

PROGRAMME STRUCTURE

Interns will be assigned to various departments based on their interest and academic background:

- Collections and Documentation
- Exhibition and Display
- Education and Outreach
- Conservation and Restoration
- Library and Archives
- Digital Initiatives and Social Media

Interns will be mentored by museum staff and may participate in special projects, exhibitions, fieldwork, and visitor engagement programs.

APPLICATION PROCESS

Interested candidates must submit the following:

- Updated Resume/CV
- Statement of Purpose (max. 300 words)
- Recommendation letter from the **Head of Department/Institution**
- Preferred internship dates and duration

Applications should be sent to:

Museum, Curator,
Mizoram State Museum,
Aizawl – 796001, Mizoram
Ph : 0389 - 2340936
or Email to: mizoramstatemuseum@gmail.com

CERTIFICATION

Upon successful completion of the internship, participants will receive an Internship Certificate from the Mizoram State Museum.

NOTE

The internship is unpaid. Interns are expected to make their own arrangements for travel and accommodation.

WORK PLAN FOR INTERNSHIP

1. Assist Gallery Attendant / Museum Assistant

- Maintaining accession register/cataloging of objects
- Data entry / record keeping
- Preventive measures and proper handling of objects
- Dusting & surface cleaning of objects
- Labeling & signage
- Physical verification & classification of different objects

2. Assist Receptionist at the counter

- Proper handing of computerized ticketing system / manual ticketing system
- Meet & Greet and proper etiquette towards visitors
- Maintaining records (group booking , VIP visits etc), answering phone calls and maintaining clean and tidy counter
- Maintaining efficient luggage / bags storage for visitors
- Maintaining visitors record book

3. Assist Establishment office

- General administrative works such as file maintaining , scanning & photo coping and answering phone calls
- Documentation and maintain object files
- Assisting Museum Guide eg: VIP visit , group visit etc.

- Maintaining gallery daily record book